



Origination: 10/2012
Last Approved: 02/2015
Last Revised: 02/2015
Next Review: 6 years after approval
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

AP 2510 Collegial Consultation

(Replaces current SBCCD AP 2225)

MISSION STATEMENT

Collegial Consultation is a process involving faculty, administrators, classified staff and students in deliberations regarding certain day-to-day and long-range planning and policies for the District and the colleges. These deliberations lead to recommendations that the Chancellor carries forward to the Board of Trustees for final approval. In issues related to academic and professional matters the Board will rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy will be mutually agreed upon between the Governing Board, the Academic Senate, administration, staff and students.

PHILOSOPHY OF COLLEGIAL CONSULTATION

Collegial Consultation is the democratic process utilized on campus in decision-making procedures. Successful Consultation creates an environment of awareness throughout the District by having each constituency represented throughout the process. To be effective, collegial Consultation must exhibit the following characteristics:

- Capacity to establish directions and goals
- React to internal and external stimuli
- Move with diligence and timeliness
- Provide the campus community with an annual cycle of planning and budgeting

The process is designed to establish the goals, priorities, and objectives of the college. The exercise of administrative prerogatives must reflect these aims in order to perpetuate an environment of mutuality and trust.

DISTRICT ASSEMBLY

Charge

~~The District Assembly provides a forum for effective communication among representatives of the Academic Senates, Faculty Association, California School Employees Association (CSEA), the Associated Students, and the Management. The District Assembly will discuss issues of policy to the college community and assign those issues to appropriate committees for development of recommendations. The District Assembly is an advisory group to the Chancellor. (The College Council reviews the collegial Consultation Administrative Regulations annually and recommends revisions to the Chancellor and the college constituencies.)~~

~~It is a function of the District Assembly to review certain recommendations and to try to reach consensus prior to moving recommendations forward to the Board of Trustees.~~

~~District Assembly is the primary district-wide body ensuring that each appropriate constituent group participates in the decision-making process. Members of the Assembly advise and make recommendations to the Chancellor regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of the San Bernardino Community College District.~~

~~See the District website for additional web links regarding participation in local decision- making- http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes~~

~~See the Crafton Hills College organizational handbook and college website for additional web links regarding participation in local decision-making-<http://www.craftonhills.edu/faculty-and-staff/committees/index.php>~~

~~SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE~~

~~MISSION STATEMENT~~

~~San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve quality of life in the Inland Empire and beyond~~

~~EDUCATIONAL PHILOSOPHY~~

~~We believe~~

- ~~• That a well-educated populace is essential to the general welfare of the community.~~
- ~~• That quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.~~
- ~~• That an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.~~
- ~~• That our strength as an institution is enhanced by the cultural of our student population and staff.~~
- ~~• That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.~~
- ~~• That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.~~
- ~~• That plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.~~
- ~~• That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.~~
- ~~• That as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.~~
- ~~• That interaction between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.~~

- That we must hold ourselves and our students to the highest ethical and intellectual standards.
- That we must maintain a current, meaningful and challenging curriculum.
- That students succeed best when following an educational plan and when enrolled in classes that meet their interest and goals, and match their level of academic preparedness.
- That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- That students learn best on a campus that is student-centered and aesthetically pleasing.
- That we must be responsible stewards of campus resources.

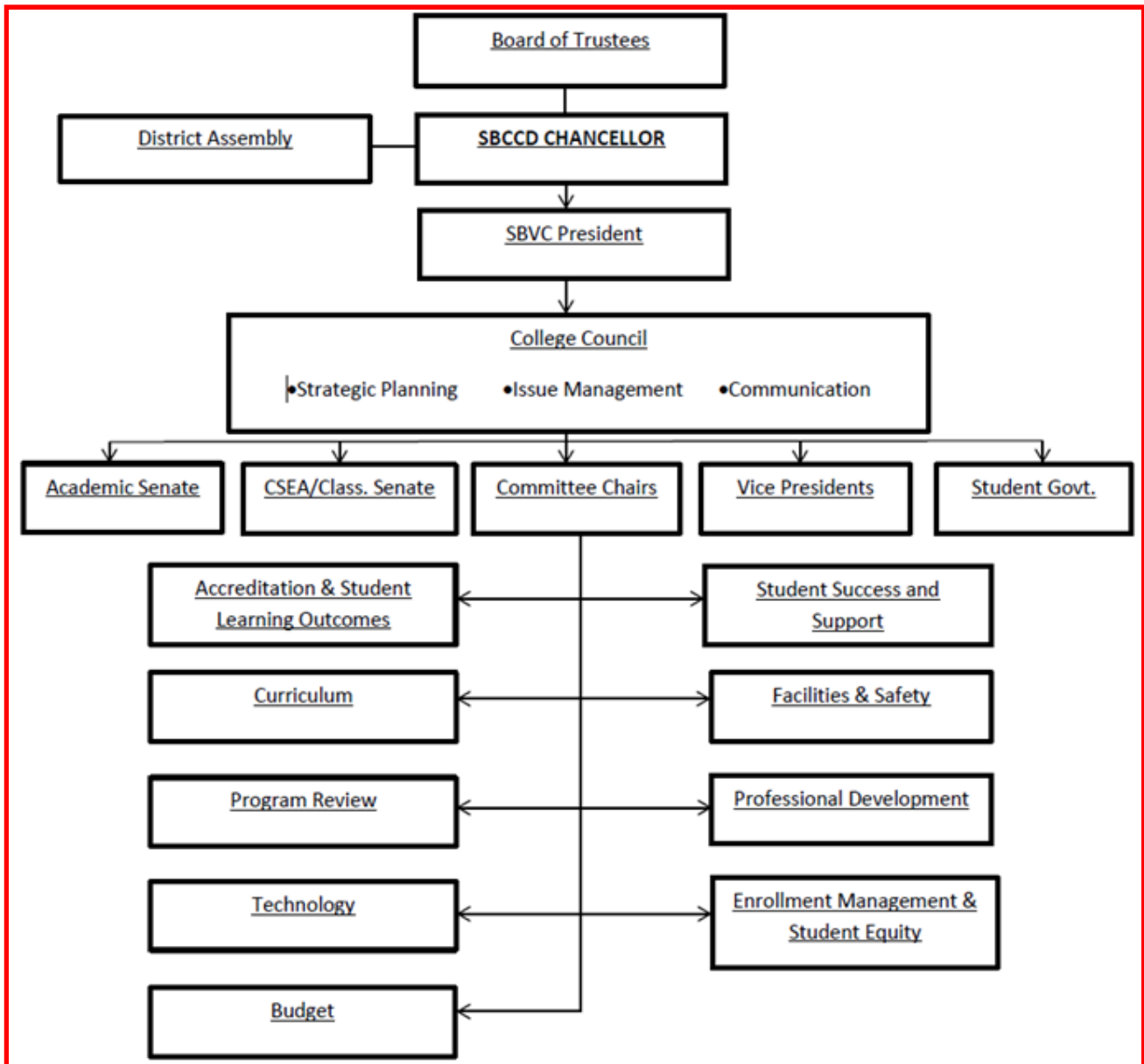
~~VISION STATEMENT~~

~~San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the "alma mater" of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society. (Revised 1-25-06)~~

~~GOVERNANCE PHILOSOPHY~~

~~San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them.~~

~~We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision-making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.~~



COLLEGE COUNCIL

Charge

The College Council has three primary functions: planning, issue management, and communication.

The college planning function includes the college Educational Master Plan (EMP), thereby developing the college's Education Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

The issue management function takes place as campus issues are presented to the College Council and referred to the appropriate committee for review, consideration, and recommendation to the President.

The communication function is served by the College Council as the central communication venue for college governance issues including budget, in that all constituent groups are represented and are responsible for reporting and disseminating of information to their appointing body.

Membership

Membership is comprised of the President, College Vice Presidents, the President of the Academic Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA President or designee, the CTA President or designee, the Dean of Research, Planning & Institutional Effectiveness and the non-manager co-chairs of the following standing committees: Budget, Enrollment Management & Student Equity, Accreditation & Student Learning Outcomes, Curriculum, Facilities and Safety, Student Success and Support Programs, Professional Development, Program Review, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.

College Council Standing Committees

The standing committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by a non-manager (faculty or staff) and one manager (that assists with clerical support, copying, and dissemination of materials as needed).

Should representation not occur in any group, the President will confer with the appropriate representative/ President/designee to determine the best alternative to secure appropriate representation and participation from the absent group. Meetings: Unless otherwise noted, standing committees are not held during the summer.

COLLEGIAL CONSULTATION COMMITTEES ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

Charge

The Accreditation and Student Learning Outcomes Committee prepares the self-study, prepares for the accreditation team site visit, follow up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of student learning process.

Membership

Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division and other interested faculty, administrators, staff and students.

~~CURRICULUM COMMITTEE~~

~~Charge~~

~~Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is an academic matter and, therefore, the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed.~~

~~Membership~~

~~Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, faculty members from each division as recommended by the Academic Senate, two students, and two Instruction Office staff members (Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist) appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.
(College Council approved revisions on 11/13/13)~~

~~ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE~~

~~Charge~~

~~The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's Cabinet regarding enrollment. The committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review.~~

~~Membership~~

~~Membership is comprised of the Vice President of Student Services or designee, Dean of Counseling and Matriculation, two Deans from Instruction, Dean of Research, Planning and Institutional Effectiveness, Director of Financial Aid, Director of Admissions and Records, and Director of Marketing and Public Relations, Student Success Services and Programs Coordinator, and other interested faculty, administrators, staff and students.
(College Council approved revisions on 5/14/14)~~

~~FACILITIES & SAFETY COMMITTEE~~

~~Charge~~

~~The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, emergency preparedness, sustainability practices, and campus safety training. Additionally, the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.~~

Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

(College Council approved revisions on 10/23/13)

~~STUDENT SUCCESS AND SUPPORT PROGRAMS COMMITTEE~~

Charge

The Student Success Committee and Support Programs is authorized by the Academic Senate to annually review and update the College's Student Success Plan, propose the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation assessment, counseling, prerequisites, follow-up, training, and research.

Membership

Membership is comprised of the Vice President of Student Services, Dean of Counseling and Matriculation, Director of Admissions & Records, Director of Financial Aid, Student Success Coordinator, Dean of Research, Planning and Institutional Effectiveness, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

(College Council approved revisions on 5/14/14)

~~PROGRAM REVIEW COMMITTEE~~

Charge

For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. Program Review is conducted by authorization of the SBVC Academic Senate.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short range planning and decision making
- Improve performance, services, and programs
- Contribute to long range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision making by forwarding information to appropriate committees

Membership

Membership is comprised of at least 3 Vice Presidents or their designees, as appointed by the President, 10% faculty representation by Division, at least 3 classified staff members as appointed by Classified Senate/CSEA, and one student.

~~(College Council approved revisions to charge on 3/12/14), (College Council approved revisions on 12/11/13)~~

~~PROFESSIONAL DEVELOPMENT COMMITTEE~~

~~Charge~~

~~The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Professional Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally the committee is responsible for planning, programming and communication of campus professional development programs. The faculty member on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee.~~

~~Membership~~

~~Membership is comprised of one manager (designated by the President), Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.~~

~~TECHNOLOGY COMMITTEE~~

~~Charge~~

~~The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. In addition, members serve as campus representatives on District Technology Committees.~~

~~Membership~~

~~Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services or their designees; a representative from the Audio Department; a representative from District Computing Services; representative(s) from the college Network Specialist and all other interested faculty and staff in the campus community.~~

~~BUDGET COMMITTEE~~

~~Charge~~

~~The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial wellbeing of the college and to operate successfully within our budget. The Budget Committee makes data-driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations. The Budget Committee serves in all three areas of the College Council's primary functions including: planning,~~

issue management, and communication. Specifically, the Budget Committee develops annual budget assumptions, recommends reserve and contingency funds, identifies discretionary monies, and reviews and develops strategies for funding campus priorities. The Budget Committee reviews and makes recommendations for resolution of emerging budget issues and creates processes for better budget development and management. Throughout the year, the Budget Committee articulates and clarifies the budget development and management process for the campus community, including training, promoting budget awareness, and maintaining the transparency of budget decisions.

Membership

The Budget Committee membership totals eight, including the Vice President of Administrative Services (chair) representing management, and seven appointed members representing management (1), faculty (3), classified staff (2), Associated Student Government (1). One non-management member will be elected co-chair annually. *(College Council approved inclusion of committee on 9/11/13), (Revised membership approved by College Council on 3/12/14)*

ADDITIONAL COMMITTEES

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process. These include:

OFFICE OF THE PRESIDENT MANAGER'S MEETING

Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council and to study leadership theory and practices.

PRESIDENT'S CABINET

The President meets weekly in a staff meeting with the Vice Presidents, Dean of Research, Planning & Institutional Effectiveness, and Director of Marketing and Public Relations to discuss operations and logistics.

SCHOLARSHIPS COMMITTEE

Charge

The Scholarships Committee reviews applications for scholarships and makes awards according to guidelines.

Membership

Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.

ANNUAL AWARDS COMMITTEE

Charge

The Annual Awards Committee plans and implements the Annual *Spotlighting Our Success Faculty & Staff*

~~Awards Celebration event each spring. This event recognizes outstanding employees and retirees from all areas of the campus. The committee organizes a campus-wide nomination and voting process that leads to organizing and coordinating all logistics related to the awards ceremony event. The committee chair is the Director of Marketing & Public Relations with guidance from the Office of the President.~~

~~Membership~~

~~Membership is comprised of at least one member from classified, faculty, management, Faculty Association and other interested individuals.~~

~~INSTRUCTIONAL SERVICES~~

~~INSTRUCTIONAL CABINET~~

~~Charge~~

~~The Instructional Cabinet reviews instructions related issues and concerns and advises the Vice President of Instruction.~~

~~Membership~~

~~Membership is comprised of the Vice President of Instruction and the deans reporting to the Vice President of Instruction.~~

~~TENURE REVIEW COMMITTEE~~

~~Charge~~

~~The Tenure Review Committee follows the charge, membership, and timeline as defined in the current agreement between the SBCCD and the SBCCD Chapter CTA.~~

~~ONLINE PROGRAMS COMMITTEE~~

~~Charge~~

~~The Online Programs Committee advises the Vice President of Instruction regarding issues related to online learning at the college. In addition, the committee assists discipline faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information among faculty, administration, and students by providing vision for issues related to online learning.~~

~~Memberships~~

~~Membership is comprised of interested faculty, administrators, staff, and students.~~

~~HONORS COMMITTEE~~

~~Charge~~

~~The Honors Committee serves as an advisory committee to the Vice President of Instruction relative to the~~

college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of honors courses, proposals for new honors courses, and the evaluation of existing honors courses.

Membership

Membership is comprised of the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators and faculty.

~~WORKFORCE DEVELOPMENT COMMITTEE~~

Charge

This Workforce Development Committee reviews recommendations from the Career and Technical Education (CTE) advisory committees. The committee participates in the Perkins Grant allocation process and makes recommendations to the Perkins Grant administrator.

Membership

Membership is comprised of the Perkins Grant Administrator and includes representation from vocational certificates and degree areas as well as other interested administrators, faculty, classified staff, and students.

~~BASIC SKILLS COMMITTEE~~

Charge

The Basic Skills Committee creates the planning documents, oversees the implementation of the campus basic skills plan, and prepares the college's basic skills report.

Membership

Membership is comprised of the Vice President of Instruction, at least one faculty member from counseling, english, mathematics, and reading, and other interested faculty, administrators, staff, and students. (College Council approved revisions on 12/11/13)

~~STUDENT SERVICES~~

~~ARTS, LECTURES, AND DIVERSITY COMMITTEE~~

Charge

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.

Membership

Membership includes the Vice Presidents of Instruction and Student Services or designees, Dean of Humanities, and interested administrators, faculty, classified staff and students.

~~CAMPUS LIFE AND COMMENCEMENT COMMITTEE~~

~~Charge~~

~~This Campus Life and Commencement Committee monitors and serves as the primary clearing house for student activities on the campus, including commencement. The committee develops a campus-wide master calendar in coordination with the Director of Marketing.~~

~~Membership~~

~~Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Student Services Coordinator, Director of Marketing and Public Relations, and interested administrators, faculty, classified staff, and students.~~

~~(College Council approved revisions on 5/14/14)~~

~~DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE~~

~~Charge~~

~~This Disabled Student Programs and Services (DSPS) Advisory Committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.~~

~~Membership~~

~~Membership is comprised of the Student Success Coordinator, Coordinator of Disabled Student Services, Coordinator of Health Services, and interested faculty, staff, and students.~~

~~(College Council approved revisions on 5/14/14)~~

~~STUDENT POLICIES & SCHOLASTIC STANDARDS COMMITTEE~~

~~Charge~~

~~The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.~~

~~Membership~~

~~The membership is comprised of the Director of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records office, and one student.~~

~~(College Council approved revisions on 5/14/14)~~

~~STUDENT SERVICES MANAGER'S MEETING~~

~~Charge~~

~~The Student Services Manager's Meeting reviews Student Services related issues and concerns in an advisory capacity to the Vice President of Student Services.~~

~~Membership~~

~~Membership is comprised of the Vice President of Student Services, Dean of Counseling and Matriculation, Director of Admissions and Records, Director of DSP&S, Director of EOP&S, Director of Financial Aid, Director of First Year Experience, Director of Library and Learning Services, Director of Student Life, and Manager, CalWORKs and Workability III.~~

~~STUDENT SERVICES COUNCIL~~

~~Charge~~

~~The Student Services Council meets monthly to discuss and review campus issues particularly applicable to student success.~~

~~Membership~~

~~Membership is comprised of the Vice President of Student Services and the Student Services leadership team. (College Council approved revisions on 5/14/14)~~

~~ADMINISTRATIVE SERVICES ADMINISTRATIVE SERVICES CABINET~~

~~Charge~~

~~Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meets on a periodic basis to discuss and review campus related issues and advise the Vice President of Administrative Services.~~

~~Membership~~

~~Membership is comprised of the Vice President of Administrative Services and the Administrative Services Supervisors.~~

~~CAMPUS SUSTAINABILITY COMMITTEE~~

~~Charge~~

~~The Campus Sustainability committee charge is to advance and implement the strategies and seven goals of the SBVVD Sustainability Plan on the San Bernardino Valley College campus; specifically developing, designing, and implementing campus policies and procedures for sustainability.~~

Membership

~~Membership includes all SBVC members of the SBCCD Sustainability Committee, and any other interested managers, faculty, staff, and students.~~

~~(College Council approved revisions on 2/12/14)~~

See the San Bernardino Valley College organizational handbook and college website for additional web links regarding participation in local decision-making <https://www.valleycollege.edu/about-sbvc/campus-committees/index.php>

References:

Education Code Section 70902(b)(7);

Title 5 Sections 53200 et seq., 51023.5, and 51023.7;

ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

Attachments:

AP 2510 Collegial Consultation - Comments

AP 2510 Collegial Consultation - Legal

Citations

Board of Trustees

Image 01

Image 02

Organizational Chart

COPY